

# Exhibit 7



## GEMS Timekeeping

### Employee Timesheet Zurich North America

1	Employee Name						GEMS ID Number			Week Ending					
	Jon Nagel						70015320			11/24/2019					

2	Time									Hours							Total Hours		
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	
				Begin	End	Begin	End	Begin	End										
Mon	11/18	7:00			1:45	2:00			9:00	8:00	5.75						13:45		
Tues	11/19	7:00			1:45	2:00			9:00	8:00	5.75						13:45		
Wed	11/20	7:00			2:00	2:15			9:00	8:00	5.75						13:45		
Thurs	11/21	7:00			1:15	1:30			9:00	8:00	5.75						13:45		
Friday	11/22	7:00			1:00	1:15			9:00	8:00	5.75						13:45		
Sat	11/23																		
Sun	11/24																		
										68:75							68:75		

Allocate 28.75 hours to ZLS (formerly CMB).

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature	Date
	11/25/2019

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature	Date
	12/19/19
Surrogate (Designated Alternate)	Date



## GEMS Timekeeping

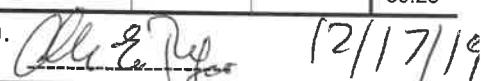
Employee Timesheet  
Zurich North America

1	Employee Name							GEMS ID Number			Week Ending					
	Jon Nagel							70015320			12/01/2019					

2	Time										Hours								
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
Mon	11/25	7:00			1:45	2:00			9:00	8.00	5.75							13:45	
Tues	11/26	7:00			1:45	2:00			9:00	8.00	5.75							13:45	
Wed	11/27	7:00			2:00	2:15			11:00	8.00	7.75							15:45	
Thurs	11/28									8.00								8:00	
Friday	11/29									8.00								8:00	
Sat	11/30																		
Sun	12/01																		
										40.00	19.25							59.25	

Allocate 19.25 hours to ZLS (formerly CMB).

(Note: P/R requests that 8.00 of OT be posted as 8.01.)


 12/17/19

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature 	Date 12/02/2019
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I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature 	Date 12/19/19
Surrogate (Designated Alternate)	Date



## GEMS Timekeeping

Employee Timesheet  
Zurich North America

1	Employee Name							GEMS ID Number			Week Ending								
	Jon Nagel							70015320			12/08/2019								
2	Time								Hours										
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
	Mon	12/02	7:00			1:30	1:45			9:00	8.00	5.75							13.45
	Tues	12/03	7:00			12:45	2:00			10:00	8.00	5.75							13.45
	Wed	12/04	7:00			2:00	2:15			9:00	8.00	5.75							13.45
	Thurs	12/05	7:00			1:45	2:00			9:00	8.00	5.75							13.45
	Friday	12/06	7:00			1:45	2:00			9:00	8.00	5.75							13.45
	Sat	12/07																	13.45
	Sun	12/08																	
												40.00	28.75						68.75

Allocate 28.75 hours to ZLS (formerly CMB).

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature

Date  
12/09/2019

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature

Date

12/19/19

Surrogate (Designated Alternate)

Date



## GEMS Timekeeping

### Employee Timesheet

Zurich North America

	Employee Name	GEMS ID Number	Week Ending
1	Jon Nagel	70015320	12/15/2019

2	Day	Date	Time							Hours								
			AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
			Begin	End	Begin	End	Begin	End										
Mon	12/09	7:00			1:45	2:00			9:00	8.00	5.75							13.45
Tues	12/10	7:00			1:45	2:00			9:00	8.00	5.75							13.45
Wed	12/11	7:00			2:00	2:15			9:00	8.00	5.75							13.45
Thurs	12/12	7:00			2:00	2:15			9:00	8.00	5.75							13.45
Friday	12/13	7:00			1:45	2:00			9:00	8.00	5.75							13.45
Sat	12/14																	
Sun	12/15																	
										40.00	28.75							68.75

Allocate 28.75 hours to ZLS (formerly CMB).

12/17/19 *[Signature]*

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature

*Jon Nagel*

Date  
12/16/2019

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature

*[Signature]*

Date

12/19/19

Surrogate (Designated Alternate)

Date



## GEMS Timekeeping

### Employee Timesheet Zurich North America

1	Employee Name							GEMS ID Number			Week Ending						
	Jon Nagel							70015320			12/29/2019						

2	Day	Date	Begin Work	Time						Hours								
				AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off
				Begin	End	Begin	End	Begin	End									
Mon	12/23	7:00			1:30	1:45			9:00	8.00	5.75						13.45	
Tues	12/24	7:00			1:45	2:00			HD	8.00	9.75						17.45	
Wed	12/25									8.00							8:00	
Thurs	12/26	7:00			2:00	2:15			9:00	8.00	5.75						13.45	
Friday	12/27	7:00			1:30	1:45			9:00	8.00	5.75						13.45	
Sat	12/28																	
Sun	12/29																	
										40.00	27.00						67:00	

Allocate 27.00 hours to ZLS (formerly CMB).

*Dec 27, 2020* 1/7/2020

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature 	Date 12/30/2019
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I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature 	Date 1/7/2020
Surrogate (Designated Alternate)	Date



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## Employee Timesheet

Zurich North America

## GEMS Timekeeping

1	Employee Name						GEMS ID Number			Week Ending				
	Jon Nagel						70015320			1/05/2020				

2	Time										Hours								
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
Mon	12/30	7:00			1:45	2:00			9:00	8:00	5.75							13.45	
Tues	12/31	7:00			1:30	1:45			EHC	8:00	7.75							15.45	
Wed	01/01										8.00							8:00	
Thurs	01/02	7:00			2:00	2:15			9:00	8:00	5.75							13.45	
Friday	01/03	7:00			1:45	2:00			9:00	8:00	5.75							13.45	
Sat	01/04																		
Sun	01/05																		
										40.00	27.00						65.00		

Allocate 25.00 hours to ZLS (formerly CMB).

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

*De E. Nagel 1/7/2020*

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 1/06/2020
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I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 1/7/2020
Surrogate (Designated Alternate)	Date

**GEMS Timekeeping**
**Employee Timesheet**  
 Zurich North America

1	Employee Name					GEMS ID Number			Week Ending						
	Jon Nagel					70015320			1/12/2020						

2	Day	Date	Begin Work	Time						Hours								
				AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off
Mon	01/06	7:00			1:45	2:00				9:00	8:00	5.75						13:45
Tues	01/07	7:00			1:30	1:45				9:00	8.00	5.75						13:45
Wed	01/08	7:00			1:45	2:00				9:00	8.00	5.75						13:45
Thurs	01/09	7:00			2:00	2:15				9:00	8.00	5.75						13.45
Friday	01/10	7:00			1:45	2:00				9:00	8.00	5.75						13:45
Sat	01/11																	
Sun	01/12																	
											40.00	28.75						68.75

Allocate 28.75 hours to ZLS (formerly CMB).

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature

 Date  
 1/13/2020

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature

Date

Surrogate (Designated Alternate)

Date

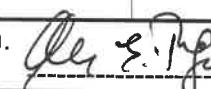
**GEMS Timekeeping**
**Employee Timesheet**  
 Zurich North America

1	Employee Name							GEMS ID Number				Week Ending						
	Jon Nagel							70015320				1/19/2020						

2	Day	Date	Begin Work	Time						Hours								
				AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off
Mon	01/13	7:00			1:45	2:00			9:00	8:00	5.75							13:45
Tues	01/14	7:00			1:30	1:45			9:00	8.00	5.75							13:45
Wed	01/15	7:00			2:00	2:15			9:00	8.00	5.75							13:45
Thurs	01/16	7:00			1:30	1:45			9:00	8.00	5.75							13.45
Friday	01/17	7:00			1:45	2:00			9:00	8.00	5.75							13:45
Sat	01/18																	
Sun	01/19																	
										40.00	28.75							68.75

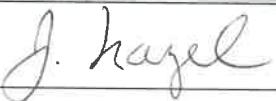
(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

 1/21/20

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature

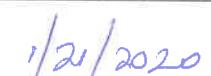

Date  
1/20/2020

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature



Date

  
1/21/2020

Surrogate (Designated Alternate)

Date



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**Employee Timesheet**  
 Zurich North America

**GEMS Timekeeping**

	Employee Name							GEMS ID Number			Week Ending					
1	Jon Nagel							70015320			1/26/2020					

2	Day	Date	Begin Work	Time						Hours								
				AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off
				Begin	End	Begin	End	Begin	End									
Mon	01/20	7:00			1:30	1:45			9:00	8:00	5.75						13:45	
Tues	01/21	7:00			2:00	2:15			9:00	8.00	5.75						13:45	
Wed	01/22	7:00			2:00	2:15			9:00	8.00	5.75						13:45	
Thurs	01/23	7:00			1:45	2:00			9:00	8.00	5.75						13:45	
Friday	01/24	7:00			1:45	2:00			9:00	8.00	5.75						13:45	
Sat	01/25																	
Sun	01/26																	
										40.00	28.75						68.75	

Allocate 28.75 hours to ZLS (formerly CMB). *Re: E. P. 2/4/20*

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 1/27/2020
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I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 2/4/2020
Surrogate (Designated Alternate)	Date



ZURICH®

**Employee Timesheet**  
 Zurich North America

**GEMS Timekeeping**

	Employee Name								GEMS ID Number				Week Ending				
1	Jon Nagel								70015320				2/02/2020				

2	Time												Hours						
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
Mon	01/27	7:00				1:45	2:00			9:00	8:00	5.75						13:45	
Tues	01/28	7:00				2:00	2:15			9:00	8.00	5.75						13:45	
Wed	01/29	7:00				1:45	2:00			9:00	8.00	5.75						13:45	
Thurs	01/30	7:00				1:45	2:00			9:00	8.00	5.75						13.45	
Friday	01/31	7:00				1:30	1:45			9:00	8.00	5.75						13:45	
Sat	02/01																		
Sun	02/02																		
											40.00	28.75						68.75	

Allocate 28.75 hours to ZLS (formerly CMB).

*Dee E. Pifer 2/4/20*

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 2/03/2020
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I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 2/4/2020
Surrogate (Designated Alternate)	Date

**Employee Timesheet**  
Zurich North America

**GEMS Timekeeping**


	Employee Name							GEMS ID Number			Week Ending					
1	Jon Nagel							70015320			2/09/2020					

Day	Date	Begin Work	Time						Hours									
			AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
			Begin	End	Begin	End	Begin	End										
Mon	02/03	7:00			1:45	2:00			9:00	8:00	5.75						13:45	
Tues	02/04	7:00			2:00	2:15			9:00	8:00	5.75						13:45	
Wed	02/05	7:00			1:45	2:00			9:00	8:00	5.75						13:45	
Thurs	02/06	7:00			1:30	1:45			9:00	8:00	5.75						13:45	
Friday	02/07	7:00			1:45	2:00			9:00	8:00	5.75						13:45	
Sat	02/08																	
Sun	02/09																	
												40.00	28.75				68.75	

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

Allocate 28.75 hours to ZLS (formerly CMB).

*Re-e. P.R. 2/20/2020*

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 2/10/2020
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I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 2/24/2020
Surrogate (Designated Alternate)	

**Employee Timesheet**  
Zurich North America

## GEMS Timekeeping



	Employee Name							GEMS ID Number			Week Ending					
1	Jon Nagel							70015320			2/16/2020					

2	Day	Date	Begin Work	Time						Hours								
				AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off
				Begin	End	Begin	End	Begin	End									
Mon	02/10	7:00				2:00	2:15			9:00	8:00	5.75					13:45	
Tues	02/11	7:00				2:00	2:15			9:00	8.00	5.75					13:45	
Wed	02/12	7:00				1:30	1:45			9:00	8.00	5.75					13:45	
Thurs	02/13	7:00				1:30	1:45			9:00	8.00	5.75					13.45	
Friday	02/14	7:00				1:45	2:00			9:00	8.00	5.75					13:45	
Sat	02/15																	
Sun	02/16																	
											40.00	28.75					68.75	

Allocate 28.75 hours to ZLS (formerly CMB).

*Re-E-RP: 02/20/2020*

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature <i>J. Nagel</i>	Date 2/17/2020
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I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature <i>[Signature]</i>	Date 2/24/2020
Surrogate (Designated Alternate)	Date

**Employee Timesheet**  
 Zurich North America

**GEMS Timekeeping**


	Employee Name							GEMS ID Number				Week Ending				
1	Jon Nagel							70015320				2/23/2020				

2	Time											Hours							
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
Mon	02/17	7:00				1:45	2:00			9:00	8:00	5.75						13:45	
Tues	02/18	7:00				2:00	2:15			9:00	8.00	5.75						13:45	
Wed	02/19	7:00				1:30	1:45			9:00	8.00	5.75						13:45	
Thurs	02/20	7:00				2:00	2:15			9:00	8.00	5.75						13.45	
Friday	02/21	7:00				1:45	2:00			9:00	8.00	5.75						13:45	
Sat	02/22																		
Sun	02/23																		
											40.00	28.75						68.75	

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature 	Date 2/24/2020
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I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature 	Date 3/3/2020
Surrogate (Designated Alternate) 	Date



ZURICH®

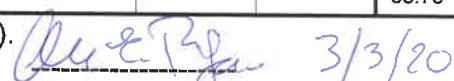
**Employee Timesheet**  
 Zurich North America

**GEMS Timekeeping**

	Employee Name															Week Ending	
1	Jon Nagel							70015320				3/01/2020					

2	Time										Hours								
	Day	Date	Begin Work	AM Break		Lunch		PM Break		End Work	Regular /Holiday	Additional	PTO	Work On Holiday	Jury Duty	Bereavement	Unpaid Holiday	Unpaid Time Off	Total Hours
				Begin	End	Begin	End	Begin	End										
Mon	02/24	7:00				1:30	1:45			9:00	8:00	5.75							13:45
Tues	02/25	7:00				2:00	2:15			9:00	8.00	5.75							13:45
Wed	02/26	7:00				1:45	2:00			9:00	8.00	5.75							13:45
Thurs	02/27	7:00				2:00	2:15			9:00	8.00	5.75							13.45
Friday	02/28	7:00				1:45	2:00			9:00	8.00	5.75							13:45
Sat	02/29																		
Sun	03/01																		
											40.00	28.75							68.75

Allocate 28.75 hours to ZLS (formerly CMB).

 3/3/20

(Note: P/R requests that 8.00 of OT be posted as 8.01.)

I represent by signing below that I have correctly recorded my time worked for the dates shown. I acknowledge that accurate time recording is an important responsibility of my job, and that falsifying timesheets is a serious violation of company policy that may result in immediate discharge. I understand that if I have any questions about how to complete my timesheet or submit my overtime hours in GEMS, I should consult my manager, who will either assist me or refer me to someone else for assistance.

Employee's Signature

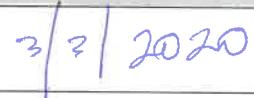

Date  
3/02/2020

I acknowledge by signing below that I must only approve exception time entered by an employee in GEMS if it exactly matches the hours recorded on the employee's timesheet. If discrepancies exist, I understand that it is my responsibility to resolve them before approving the time submitted.

Manager's Signature



Date

 3/3/2020

Surrogate (Designated Alternate)

Date